



Classification	EXECUTIVE ASSISTANT
Monthly Salary	\$3,180 - \$3,865 <i>(with an Executive Assistant Differential Pay of 1.5 salary steps)</i>
Tenure / Time Base	Permanent / Full time
Final Filing Date	UNTIL FILLED
Location	Office of Systems Integration (OSI) Executive Office 2525 Natomas Park Drive, Suite 200 Sacramento, CA 95833 Free Parking
Duties/ Responsibilities	Under the direction of the Director, OSI, the Executive Assistant provides administrative support to the Executive Office, manages and improves upon OSI's office support processes, and provides guidance to office support staff on appropriate office methods. Duties include: develop appropriate office methods, processes, and tools necessary to effectively support the Executive Office; identify office support process deficiencies and/or issues and provide recommendations on solutions; act as the single point of contact for OSI support staff regarding appropriate document preparation; complete necessary research and analysis of appropriate response on behalf of the Director to inquiries from external entities; assist the Director with special projects and issues; ensure accurate preparation/release of sensitive and confidential documents and correspondence; coordinate high-level meetings and presentations for the Executive Office; maintain the Director's calendar, schedule meetings, and determine scheduling priorities; coordinate travel arrangements and process travel reimbursement claims for the Executive Office; answer and direct telephone calls to the Executive Office; act as a liaison for the Director between OSI management staff, Agency, the Governor's Office, federal government offices, customer departments, private sectors, legislative members, and the media.

The Office of Systems Integration is committed to providing equal opportunity to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Desirable Qualifications	<ul style="list-style-type: none"> ● Knowledge of State, Agency, and OSI policy and process on information requests, action requests, and media inquiries. ● Knowledge of State travel (including out-of-state) policy and procedures. ● Knowledge of standard office practices and procedures. ● Skill in using Microsoft Office (i.e., Outlook, Word, Excel, Power Point, etc.). ● Skill in developing and maintaining effective working relationships. ● Skill in providing exemplary customer service. ● Ability to communicate effectively with all levels of staff. ● Ability to organize and prioritize workload. ● Ability to work effectively under pressure and within short time frames. ● Ability to work independently and make appropriate decisions.
Who May Apply	<p><u>Please indicate your eligibility in Box 12 of your application.</u></p> <ul style="list-style-type: none"> ● State employees who are currently in the <u>Executive Assistant</u> classification or have transfer eligibility. ● Persons who have <u>Executive Assistant</u> certification list eligibility. ● SROA/Surplus candidates are encouraged to apply.
Condition of Employment	
Submit a State of California Std. 678 Application to	<p>Office of Systems Integration Human Resources Section Attention: Melissa Norcia PO Box 138014 Sacramento, CA 95813-8014</p> <p>Please reference RPA #07-015 on the front page of your application.</p>
Contact Information	<p>Vicky Sady: 916-263-0748 TDD User: 1-800-735-2929</p>

Position #: 791-700-1728-403

RPA #07-015

Posted date: 08/31/2006

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